

MICHIGAN DEPARTMENT OF EDUCATION
Office of Professional Preparation Services

REFERENCE MANUAL

Fall 2002



www.michigan.gov/mde

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**FOR FURTHER INFORMATION REGARDING TEACHER
CERTIFICATION AND FOR VERIFICATION OF CERTIFICATION
PLEASE VISIT OUR WEB SITE:**

www.michigan.gov/mde

OPPS Staff Directory

Carolyn E. Logan	Service Area Director	517-373-6505
Flora L. Jenkins	Supervisor, Client Services Unit Teacher Certification	517-335-0588
Catherine Smith	Supervisor, Program Preparation/ Continuing Education Unit Higher Education Programs and Accountability	517-335-4610
Anthony Beal	University Recommendations for Professional Education Certificates Reinstatements Duplicate (copies of) Certificates	517-335-0580
Frank Ciloski	Teacher Certification Special Programs: Professional Development National Board Grants School Psychologist Certification	517-373-6791
Jo Anne Gibson	Vocational Education: Temporary Vocational Authorizations Annual Vocational Authorizations School Nurse Certificates University Recommendations for Provisional Certificates	517-335-0585
Beatrice M. Harrison	Teacher Certification Applications/Issues School Counselor Authorizations, Endorsements and Licenses	517-241-0046
Marleen Higbee	University Recommendations for Preliminary School Psychologist & School Psych. Certificates Professionals Occupationals School Psychologists Administrator Continuing Education Requirements	517-335-0581
Ghada Khoury	Higher Education Act Title II Michigan Test for Teacher Certification (MTTC) Specialty Program Standards, Approval – Math, Physical Science, Computer Science, Special Education, Library Media, Family & Consumer Science	517-373-1925
Cheryl Poole	ESEA Title II, Part A Prof. Dev. Competitive Grants	
Bonnie Rockafellow	Mentoring/Induction Programs Specialty Program Standards, Approval – English, Reading, Foreign Languages, Music, Early Childhood, Bilingual, ESL	517-373-7861
Jim Sory	Teacher Certification Applications/Issues Foreign Applicants Special Education	517-335-0583
Karen Taylor	Noncertificated, Nonendorsed Teacher Permits for Day-to-Day; Full-Year, Emergency, 1233(b)	517-373-6895
Stephanie Whiteside	Professional Development & Professional Practices State Board Continuing Education Units (SB-CEU) Certificate Revocation & Suspension	517-335-1167
Sue Wittick	Initial Approval of Institutions of Teacher Preparation NCATE/Periodic Review of Colleges of Education Specialty Program Standards, Approval – Social Studies, Integrated Science, Biology, Health, Art, Industrial Technology, Business, Elementary Education	517-241-0172

Office of Professional Preparation Services

Dr. Carolyn Logan, Director (517) 373-6505

LoganCE@michigan.gov

ABOUT THE OFFICE

Michigan Law requires that a person employed in an elementary or secondary school with instructional responsibilities shall hold a certificate, permit or vocational authorization valid for the positions to which he/she is assigned. Within the MDE, the Office of Professional Preparation Services (OPPS) is the organization unit to which compliance with this requirement is assigned.

This Office fosters the educational achievement of all Michigan youth and adults by assuring that all professional school personnel complete quality preparation and professional development programs that meet standards established by the Michigan legislature, the State Board of Education and the Superintendent of Public Instruction.

The Mission of the OPPS is to provide leadership through collaboration with intradepartmental units, other state and national agencies, professional organizations, higher education institutions, and school districts to develop, implement, monitor and improve the efficiency and effectiveness of systems for the preparation, licensure, approval and continued professional development of Michigan's Pre-K-12 educational personnel.

PROGRAM PREPARATION AND CONTINUING EDUCATION

Dr. Catherine Smith, Supervisor (517) 335-0874

SmithCB@michigan.gov

The Mission of the Program Preparation and Continuing Education Unit is to ensure, with and through other programs and agencies, that high professional standards of quality are established, applied and maintained in a systematic manner for: the development, design approval and re-approval of preparation programs for preservice educational personnel; the assessment of required skills and knowledge for certification; and the professional development and continued licensure of educational personnel. This mission is accomplished through the following program areas:

INITIAL APPROVAL OF AN INSTITUTION AS A TEACHER PREPARATION INSTITUTION

***Ms. Sue Wittick (517) 241-0172, Ms. Bonnie Rockafellow (517) 373-7861, or
Dr. Catherine Smith (517) 335-4610 Institutions seeking initial approval to offer
teacher preparation programs must meet standards approved by the State Board
of Education.***

PERIODIC REVIEW OF TEACHER PREPARATION INSTITUTION UNITS

Ms. Sue Wittick (517) 241-0172. Institutions approved for teacher preparation are reapproved every five years. As a partnership state with the National Council for the Accreditation of Teacher Education (NCATE), Michigan and NCATE share information and processes.

- **SPECIALTY PROGRAM STANDARDS DEVELOPMENT, PROGRAM APPROVAL AND REAPPROVAL**

Dr. Ghada Khoury (517) 373-1925, Ms. Bonnie Rockafellow (517) 373-7861, and Ms. Sue Wittick (517) 241-0172. Specialty programs that meet Michigan standards and requirements are approved by the State Superintendent of Public Instruction. These programs prepare candidates for certificate endorsements at the undergraduate (majors and minors) and graduate levels.

- **MICHIGAN TEST FOR TEACHER CERTIFICATION**

Dr. Ghada Khoury (517) 373-1925. This is a mandated testing program that requires each candidate for teacher certification to pass examinations. This program consists of three types of examinations, basic skills test (reading, writing and mathematics), specialty area examinations for each endorsement area in which an individual seeks to teach, and a comprehensive elementary examination for those seeking elementary certification.

HIGHER EDUCATION ACT TITLE II

Dr. Ghada Khoury (517) 373-1925. Requires annual report on the status of teacher preparation programs in graduating successful teacher candidates.

- **REVOCATION AND SUSPENSION OF CERTIFICATES**

Ms. Stephanie Whiteside (517) 335-1167. Investigates instances of teachers and other certified or approved school personnel with criminal convictions or for using fraudulent teaching certificates and administers action to suspend, deny, or revoke certificates when appropriate.

- **STATE BOARD-CONTINUING EDUCATION UNITS (SB-CEUs)**

Ms. Stephanie Whiteside (517) 335-1167. Provides to holders of school administrator, school psychologist, professional education and/or occupational education teaching certificates an alternative to the use of college credit for certificate renewal, in compliance with the policies and procedures established by the State Board of Education.

- **ADMINISTRATIVE ASSISTANCE AND SUPPORT TO ADVISORY GROUPS**

The Program Preparation and Continuing Education Unit provides administrative assistance and support services to the following advisory councils:

- ✓ **TEACHER EXAMINATION ADVISORY COMMITTEE**
Dr. Ghada Khoury (517) 373-1925. Makes recommendations to the State Board of Education regarding the selection and development of basic skills and subject area examinations for the Michigan Test for Teacher Certification.
 - ✓ **STANDING TECHNICAL ADVISORY COUNCIL**
Dr. Ghada Khoury (517) 373-1925. Advises the State Board of Education and the Teacher Examination Advisory committee on the validity, reliability and other technical standards of the Michigan Test for Teacher Certification.
 - ✓ **PROFESSIONAL STANDARDS COMMISSION FOR TEACHERS**
Ms. Bonnie Rockafellow, (517) 373-7861. Advises the State Board of Education on matters pertaining to standards and programs for the preparation and certification of teachers.
 - ✓ **PERIODIC REVIEW AND PROGRAM EVALUATION COUNCIL**
Ms. Sue Wittick (517) 241-0172. Advises the State Board of Education on procedures and standards for the review of Michigan's 32 teacher preparation institutions.
- **NEW TEACHER INDUCTION/TEACHER MENTORING PROGRAM**
Ms. Bonnie Rockafellow (517) 373-7861. Ensures compliance with Section 1526 of PA 335 (1993) to implement the new teacher induction/teacher mentoring program. Leadership, support, technical assistance and monitoring of the new teacher induction/teacher mentoring program is provided.
 - **ESEA TITLE II , PART A COMPETITIVE PROFESSIONAL DEVELOPMENT GRANT PROGRAM**
Ms. Cheryl Poole. A federal grant program, which awards grants to higher education institutions to provide professional development opportunities for new and practicing teachers in the core curricular subjects in partnership with local education agencies. This grant program is coordinated with the corresponding formula Title II program to K-12 school districts.

CLIENT SERVICES

Dr. Flora L. Jenkins, Supervisor (517) 335-0588
JenkinsF@michigan.gov

The Mission of the Client Services Unit assures that all educational personnel seeking certification meet legal requirements and are processed in an expedient and efficient manner; and assures that Michigan schools employ fully certificated educators for positions requiring state licensure. This mission is accomplished through:

1 Dissemination

All Client Services Unit staff provide accurate and up-to-date information regarding certification rules and regulations and are responsible for responding to individual applicants, state agencies, legislative offices, institutions of higher learning, local and intermediate school districts, public school academies, private schools, and professional organizations;

Technical Assistance and Support

The Client Services Unit conducts inservice sessions and seminars for faculty and staff of the 37 teacher preparation institutions and administrative personnel of all school districts, public school academies, and other organizations regarding existing, revised and/or new certification rules, regulations, policies and/or procedures concerning educational personnel; and

3. Certificate and Permit Approval

Annually the Client Services Unit reviews, approves and processes the following:

- ✓ Out-of-state preliminary and renewal applications for school psychologists.
Dr. Flora L. Jenkins (517) 335-0588
- ✓ Teacher certification.
Alternative routes to certification.
National Board Certification
Dr. Frank Ciloski (517) 373-6791
- ✓ Applications for substitute, full-year, and emergency permits submitted annually by local and intermediate school districts and private schools.
Karen Taylor (517) 373-6895
- ✓ Interim, Standard and Professional School Nurse certificates.
Jo Anne Gibson (517) 335-0585
- ✓ Applications from out-of-state candidates for initial Provisional and Professional Education teaching certificates.
Jim Sory (517) 335-0583
- ✓ Recommendations for Professional and Occupational Education certificates, additional endorsements on teaching certificates, Provisional certificate renewals and Permanent and Continuing certificate reinstatements.
Andy Beal (517) 335-0580 or Jo Anne Gibson (517) 335-0585
- ✓ Annual Vocational Authorization for vocational and adult education programs, Temporary Vocational Authorizations.
Jo Anne Gibson (517) 335-0585
- ✓ School Counselor Licensure and Out-of-State Provisional/Professional applications.
Beatrice Harrison (517) 241-0046
- ✓ Recommendations for all advanced certificate renewals.
Renewal of Professional Education certificate.
Marleen Higbee (517) 335-0581

- **NATIONAL BOARD FOR PROFESSIONAL TEACHING STANDARDS (NBPTS)**

Dr. Frank Ciloski (517) 373-6791. A federal and state subsidy grant program for teacher candidates seeking National Board Certification awarded by the National Board for Professional Teaching Standards. The federal and state subsidy programs will each subsidize up to one half of the cost of application for certification. Grants awarded annually to teachers on the basis of demonstrated interest and availability of funds.

- **TEACHER CERTIFICATION NULLIFICATION**

Dr. Flora L. Jenkins (517) 335-0588. Administers the nullification of one or more endorsements on a teaching certificate or a grade level on the certificate upon request. The endorsement can be nullified if the person has not been employed in a certain area during the last ten years. Once nullified, the endorsement or certificate level can never be reissued.

MICHIGAN DEPARTMENT OF EDUCATION

Office of Professional Preparation Services

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Click on Professional Preparation Services

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QUICK TIPS ABOUT TEACHER CERTIFICATION 2002-2003

The Provisional Certificate – *Michigan's initial teaching license involves no outstanding requirements.*

- ◆ Issued following the successful completion of an approved teacher preparation program, including subject area major and directed student teaching experience.
- ◆ Issued based solely on the recommendation of a state-approved higher education institution or credit evaluation or recommendation of an approved agency or service.

THE MDE DOES NOT EVALUATE TRANSCRIPTS.

-Applicants who accumulated credits in a teacher preparation program out-of-state must work with a teacher preparation institution (see attached list of teacher preparation institutions on page 9).

-Canadian and applicants from other foreign countries must follow procedures outlined on page 8.

- ◆ Issued after passing all components of the Michigan Test for Teacher Certification (MTTC), including the Basic Skills test (reading, writing and math) and appropriate subject area examinations prior to recommendation for certification. See MTTC information on page 8. Applicants should only register based on MDE written advice.

NO OTHER TEACHER TEST IS ACCEPTABLE FOR MICHIGAN CERTIFICATION; however: a ***TEMPORARY TEACHER EMPLOYMENT AUTHORIZATION (T2EA) may be issued to an out-of-state candidate for the purpose of employment before required teacher tests are passed if:***

-he/she holds a valid certificate in another state, meets all requirements for the Michigan certificate except passing the teacher tests, and has submitted a completed application, including all fee payments.

WHEN ALL TESTS HAVE BEEN TAKEN AND PASSED, THE CERTIFICATE WILL AUTOMATICALLY BE ISSUED WITHIN 30-40 DAYS.

- ◆ Valid for up to 6 years during which the holder is expected to gain at least 3 years of successful experience as a practicing professional, and to acquire additional professional development through advanced study (completion of at least 18 semester hours in a planned course of study) as a prerequisite for the next level of certification.

-Renewal of Provisional Certificate – when the requirements for the advanced certificate are not met.

Each renewal is valid for up to 3 years.

First renewal requires completion of 10 semester hours in a planned course of study. Second renewal requires completion of 18 semester hours in a planned course of study. An additional three-year renewal requires the sponsorship of the local school district or private school and approval of the Michigan Department of Education.

-Two-Year Provisional Extension (PA 230 of 2000 - Section 1531[e])

*****(to be used with discretion – nonrenewable by statute)*****

Forfeits access to any opportunity for additional renewals of the Provisional certificate.

Can only be issued if certificate has lapsed within 10 years after the initial Provisional certificate was issued.

Initiated by sponsorship of the employing school district or school.

Must meet requirements for the Professional Education certificate at the end of the 2-year period with no exception **or ineligible for employment as a certificated teacher.**

Must submit a plan of work from an approved teacher preparation institution along with the application.

The Professional Education Certificate – *Michigan's advanced teacher certificate.*

- ◆ Requires completion of 18 semester hours in a planned course of study after the issuance of an approved initial teaching certificate, and 3 years of successful teaching experience.
- ◆ Must also meet the reading requirement (6 semester hours of teaching or reading methods for elementary and 3 semester hours for secondary).
- ◆ Valid for up to 5 years.

-Renewal of Professional Education Certificate – by meeting continuing education requirements.

Must be renewed every 5 years by completing 6 semester hours at an approved teacher preparation institution or a state board-approved institution included in the Directory of Michigan Institutions of Higher Education (lists 4-yr public institutions, 2-year public institutions, independent colleges and universities, and regionally accredited colleges or universities out of state) or 18 State Board-Continuing Education Units (SB-CEUs) or a combination of the two (3 SB-CEUs are equivalent to 1 semester hour of credit). Only SB-CEUs and/or semester hours earned from issuance date of the certificate may be used toward certificate renewal.

MTTC 2002-2003 Registration Schedule

TEST DATE	REGULAR REGISTRATION DEADLINE	LATE REGISTRATION DEADLINE	EMERGENCY REGISTRATION PERIOD (by telephone only; limited sites only)	SCORE REPORT MAILING DATE
	-IMPORTANT- Forms postmarked after this date must include a \$30 late fee.	-IMPORTANT- Forms must be received by date shown.	-IMPORTANT- You must call (413) 256-2876.	
October 5, 2002	September 13, 2002	September 20, 2002	Sept. 25-Oct. 1, 2002	November 1, 2002
January 11, 2003	November 29, 2002	December 20, 2002	Dec. 26, 2002-Jan. 3, 2003	February 7, 2003
April 12, 2003	February 28, 2003	March 21, 2003	March 26-April 4, 2003	May 9, 2003
July 12, 2003	May 30, 2003	June 20, 2003	June 25-July 3, 2003	August 8, 2003

NATIONAL EVALUATION SYSTEMS, INC.
P.O. BOX 660
AMHERST, MA 01004-9001

TELEPHONE: (413) 256-2876 9:00 A.M.-5:00 P.M.
 Eastern time (Monday-Friday, excluding holidays)
(800) 823-9225 (Automated Information System
 available 24 hours daily)
 Telecommunications Device for the Deaf (TDD):
(413) 256-8032

Guidelines for Canadian and Foreign Applicants for Michigan Teacher Certification

Canadian applicants seeking Michigan certification who are both prepared and licensed/certified by the Ontario Ministry of Education and Training, New Foundland Department of Education, British Columbia College of Teachers, Quebec Ministere de l'Education, and/or Saskatchewan Education Teacher Services must meet the following requirements:

- Possess a Bachelor's degree or higher degree.
- Have successfully completed an approved teacher preparation program, including a directed/practice student teaching experience.
- Possess a valid license/certificate with specified grade level(s) and/or subject area endorsements.
- Pass the Michigan Test for Teacher Certification (MTTC) basic skills and appropriate subject area exams.
- Submit an official transcript of the teacher preparation program in English.

The Michigan Department of Education reserves the right to request a course-by-course evaluation in cases where equivalencies are not clearly identified.

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Click on Professional Preparation

Click on Office of Professional Preparation Services

For all other Canadian applicants and applicants from other countries, a course-by-course evaluation of the transcript, including those in English, indicating the conversion of credits to U.S. equivalencies must be provided by one of the following recognized services:

International Education Research Foundation, Inc.
 P.O. Box 66940
 Los Angeles, CA 90066
 Telephone: 310-397-6276
 Fax: 310-397-7686
 e-mail: IERF.CERF.NET

World Education Services, Inc.
 P.O. Box 11623
 Chicago, IL 60611-0623
 Telephone: (800) 937-3898
 Fax: 312-222-1217
 e-mail: INFO@WES.ORG

Educational Credential Evaluators, Inc.
 P.O. Box 92970
 Milwaukee, WI 53202
 Telephone: 414-289-3400
 Fax: 414-289-3411
 e-mail: VAL@ECE-HOST.MHS.COMPUSEV.COM

Michigan Teacher Preparation Institutions

Public Colleges and Universities

Central Michigan University
Mount Pleasant 48859
517/774-3079
<http://www.cmich.edu>

Eastern Michigan University
117 Boone Hall
Ypsilanti 48197
734/487-1414
<http://www.emich.edu>

Ferris State University
901 S. State Street
Big Rapids 49307 231/591-3516
<http://www.ferris.edu>

Grand Valley State University
1 Campus Drive
Allendale 49401 616/895-2091
<http://www.gvsu.edu>

Lake Superior State University
650 West Easterday
Sault Ste. Marie 49783
906/632-6841
<http://www.lssu.edu>

Michigan State University
East Lansing 48824-1034
517/355-1734
<http://www.msu.edu>

Michigan Technological University
1400 Townsend Drive
Houghton 49931
906/487-2460
<http://www.ed.mtu.edu>

Northern Michigan University
Marquette 49855
906/227-1000
<http://www.nmu.edu>

Oakland University
Rochester 48309-4401
248/370-3050
<http://www3.oakland.edu>

Saginaw Valley State University
7400 Bay Road
University Center 48710-0001
517/790-4000
<http://www.svsu.edu>

University of Michigan-Ann Arbor
610 East University, Room 1110
Ann Arbor 48109-1259
313/764-9470
<http://www.umich.edu>

University of Michigan-Dearborn
4901 Evergreen Road
Dearborn 48128-1491
313/593-5090
<http://www.umd.umich.edu>

University of Michigan-Flint
430 CROB Building
Flint 48502-1950
810/762-3260
<http://www.flint.umich.edu>

Wayne State University
441 Education Building
Detroit 48202-3489
313/577-1620
<http://wayne.edu>

Western Michigan University
1903 W. Michigan
Kalamazoo 49008
616/387-1000
<http://www.wmich.edu>

Independent Colleges and Universities

Adrian College
Adrian 49221
517/265-5161
<http://www.adrian.edu>

Albion College
Albion 49224
517/629-0228
<http://albion.edu>

Alma College
Alma 48801
517/463-7202
<http://www.alma.edu>

Andrews University
Berrien Springs 49104
616/471-7771
<http://www.andrews.edu>

Aquinas College
Grand Rapids 49506
616/459-8281
<http://www.aquinas.edu>

Calvin College
3201 Burton, SE
Grand Rapids 49546
616/957-6201
<http://www.calvin.edu>

Concordia University
4090 Geddes Road
Ann Arbor 48105
734/995-7392
<http://www.ccaa.edu>

Cornerstone University
1001 East Beldine Ave., NE
Grand Rapids 49505-5897
616/222-1537
<http://www.cornerstone.edu>

Hillsdale College
33 East College Street
Hillsdale 49242
517/437-7341
<http://www.hillsdale.edu>

Hope College
P.O. Box 9000
Holland 49422-9000
616/395-7740
<http://www.hope.edu>

Kalamazoo College
1220 Academy Street
Kalamazoo 49007
616/337-7033
<http://www.kzoo.edu>

Madonna University
36600 Schoolcraft Road
Livonia 48150
734/432-5300
<http://www.munet.edu>

Marygrove College
8425 W. McNichols Road
Detroit 48221-2599
313/927-1200
<http://marygrove.edu>

Olivet College
Olivet 49076 616/749-7000
<http://www.olivetcollege.edu>

Siena Heights University
Adrian 49221-1796
517/263-0731
<http://www.sienahts.edu>

Spring Arbor University
Spring Arbor 49283
517/750-6229
<http://www.arbor.edu>

University of Detroit Mercy
P. O. Box 19900
Detroit 48219-0900
313/993-6301
<http://www.udmercy.edu>

Michigan Department of Education Endorsement Areas and Codes
August 2002

AX	COMMUNICATION ARTS	BILINGUAL EDUCATION	MISCELLANEOUS
BX	LANGUAGE ARTS		
BA	English	YA	Bilingual French
BC	Journalism	YB	Bilingual German
BD	Speech	YC	Bilingual Greek
BT	Reading	YD	Bilingual Latin
		YE	Bilingual Russian
BR	Reading Specialist	YF	Bilingual Spanish
		YH	Bilingual Italian
RX	SOCIAL STUDIES	YI	Bilingual Polish
		YJ	Bilingual Hebrew
	CA Economics	YK	Bilingual Arabic
	CB Geography	YL	Bilingual Other
	CC History	YM	Bilingual Vietnamese
	CD Political Science	YN	Bilingual Korean
		YO	Bilingual Yugoslavian
SOCIAL SCIENCE*		YP	Bilingual Chaldean
CE	Psychology	YR	Bilingual Chinese
CF	Sociology	YS	Bilingual Filipino
CH	Anthropology	YT	Bilingual Japanese
CL	Cultural Studies		
CM	Behavioral Studies	GX	BUSINESS EDUCATION
DX	SCIENCE**	GA	Accounting
DI	INTEGRATED SCIENCE	GH	Business Administration
	DA Biology	GI	Secretarial Science
	DC Chemistry	GM	Distributive Education
	DE Physics		
	DH Earth/Space Science	HX	AGRICULTURAL EDUCATION
DO	Astronomy		
DP	Physical Science	IX	INDUSTRIAL TECHNOLOGY
EX	MATHEMATICS	JX	MUSIC EDUCATION
FOREIGN LANGUAGE		KH	FAMILY AND CONSUMER SCIENCES
FA	French		
FB	German	LX	ART EDUCATION ***
FC	Greek	LQ	VISUAL ARTS EDUCATION
FD	Latin	LZ	VISUAL ARTS EDUCATION SPECIALIST
FE	Russian		
FF	Spanish	MX	HEALTH, PHYS. ED. AND RECREATION
FG	Other		
FH	Italian	MA	Health
FI	Polish	MB	Physical Education
FJ	Hebrew	MD	Recreation
FL	Japanese Language and Culture	MH	Dance
			VOCATIONAL EDUCATION
		VA	Vocational Agriscience and Natural Resources
		VB	Vocational Business Services
		VD	Vocational Distributive Education
		VH	Vocational Family and Consumer Sciences
		VT	Vocational Technical
		OX	FINE ARTS
		PX	HUMANITIES
		PR	Academic Study of Religions
		PS	Philosophy
		SPECIAL EDUCATION	
		SA	Cognitive Impairment
		SB	Speech and Language Impairment
		SC	Physical or Other Health Impairment
		SE	Emotional Impairment
		SK	Visual Impairment
		SL	Hearing Impairment
		SM	Learning Disabilities
		SP	Physical Education for Students with Disabilities
		SV	Autism
		TX	TECHNOLOGY AND DESIGN
		ZA	EARLY CHILDHOOD EDUCATION ****
		ZD	MIDDLE SCHOOL ****
		ZL	MIDDLE LEVEL ****
		ZG	GENERAL EL K-5 ****

There is no endorsement for the Social Science group (formerly CX), only individual endorsements.
The DX endorsement may not be offered to new candidates after the fall semester of the 2003-2004 academic year.

The LX endorsement may not be offered to new candidates after the fall semester of the 2002-03 academic year.

The "Z" codes are used only by teacher preparation institutions for recommending these grade levels to the Michigan Department of Education. They do not appear on a teaching certificate.

MICHIGAN DEPARTMENT OF EDUCATION

Office of Professional Preparation Services

Guidelines for Canadian Prepared/Licensed

Applicants for Michigan Teacher Certification

In an effort to assist Michigan schools in meeting the need for trained teachers, the Michigan Department of Education, Office of Professional Preparation will apply the following guidelines for processing applicants seeking Michigan certification who are both prepared and licensed/certified by the Ontario Ministry of Education and Training, New Foundland Department of Education, British Columbia College of Teachers, Quebec Ministère de l'Éducation, and/or Saskatchewan Education Teacher Services.

Applicants who were both prepared and licensed in Canada through any of the above agencies must meet the following requirements:

2. Possession of a Bachelor's degree or higher degree.
2. Successful completion of an approved teacher preparation program, including a directed/practice student teaching experience.
3. Possession of a valid license/certificate with specified grade level(s) and/or subject area endorsements.
4. Submission of an official transcript of the teacher preparation program in English **OR** a course-by-course evaluation of the transcript in any language other than English indicating the conversion of credits to U.S. equivalencies as provided by one of the following recognized services:

International Education Research Foundation, Inc.
P.O. Box 66940
Los Angeles, CA 90066
Telephone: 310-397-6276
Fax: 310-397-7686
e-mail: IERF.CERF.NET

World Education Services, Inc.
P.O. Box 11623
Chicago, IL 60611-0623
Telephone: (800) 937-3898
Fax: 312-222-1217
e-mail: INFO@WES.ORG

Educational Credential Evaluators, Inc.
P.O. Box 92970
Milwaukee, WI 53202
Telephone: 414-289-3400
Fax: 414-289-3411
e-mail: VAL@ECE-HOST.MHS.COMPUSESV.COM

The Michigan Department of Education reserves the right to request a course-by-course evaluation in cases where equivalencies are not clearly identified.

Types of Michigan Certificates Temporary Teacher Employment Authorization

Candidates meeting all of the above requirements will be issued a one-year, non-renewable Temporary Teacher Employment Authorization during which time the MTTC must be taken and passed.

Provisional Certificate

The Provisional Certificate will be issued to all applicants who meet course work requirements and pass the Michigan Test for Teacher Certification. Those who receive the Temporary Teacher Employment Authorization and pass the appropriate MTTC will automatically be issued the Provisional Certificate.

Professional Education Certificate

Applicants who meet the following requirements will be exempt from the Michigan Test for Teacher Certification and will be issued the Professional Education Certificate. The Michigan certificate will be issued for grade levels and subject areas comparable to the Canadian certificate. To receive the Professional Certificate the applicant must hold a valid Canadian teaching certificate and meet the following requirements:

1. Have completed 3 years of successful teaching in a position within the validity of the Canadian certificate.
2. Have completed, after his or her initial certification in Canada, at least 18 semester credit hours in a planned course of study at a recognized institution of higher education or has earned, at any time, a master's or higher degree.
3. Have met Michigan's elementary or secondary, as applicable, reading credit requirement, or its equivalent, as established under administrative rule.

PLEASE NOTE:

**THE CANDIDATE IS RESPONSIBLE FOR
COMPLYING WITH ALL APPLICABLE
RULES AND REGULATIONS REGARDING
IMMIGRATION.**

July 2000

5. Passage of the Michigan Test for Teacher Certification (MTTC) basic skills and appropriate subject area exams.

CERTIFICATION FOR CAREER AND TECHNICAL (VOCATIONAL) EDUCATION TEACHERS

Career and technical education is offered as either a part of the regular school curriculum (vocational/non-wage earning) for the education of students as a vocational/occupational/wage earning program specifically designed to prepare students for employment in an occupational area.

Temporary Vocational Authorization (TVA)

- Allows the holder to teach in state reimbursed and approved, vocational education classroom in the occupational area(s) in which he or she is endorsed.

TVA Requirements

- Bachelor's degree
- Completion of an approved major or minor in an occupational area
- Two years (4,000) hours of recent and relevant work experience in an occupational area

Occupational Education Certificate Requirements

- Completion of 10 semester hours of vocational education credit from an approved teacher preparation institution or completion of a master's degree.
- Completion of three years of successful experience within the validity of the TVA

Annual Vocational Authorization (AVA)

- Issued to district when appropriately certificated vocational education teacher is not available
- Valid for one year; may be renewed without posting the position for up to eight years; teacher must be annually completing coursework towards certification
If the district/school cannot find a person with a TVA to teach in the specific occupational area, the district may apply for an Annual Vocational Authorization for an individual who may or may not hold a bachelor's degree, but must have at least two years of recent work experience in this occupational area in which he or she will be assigned to teach.

NONCERTIFIED/NONENDORSED TEACHERS

Part 4, State Special Permits, of the *Administrative Rules Governing the Certification of Michigan Teachers* authorizes the issuance of the following types of teacher permits to a school district or school that cannot find an appropriately certified teacher to fill a vacancy or for a regular substitute teaching assignment:

The Substitute Permit

This permit, also known as the **150-day permit**, is the most commonly used permit. It allows a person who does not hold a valid Michigan teaching certificate or one valid for the teaching assignment to be employed as a substitute teacher on a day-to-day basis when the regular teacher is temporarily absent. This type of permit is **not valid for a regular or extended teaching assignment**. New requirements for the substitute permit were established in PA 289 (1995). These include **completion of 90 (instead of 120) semester hours of credit; and elimination of the 6-semester hour credit requirement in professional education (from 6 to 0)**. The credit must be consolidated at one four-year, regionally accredited college or university.

The Full-Year Permit (R390.1142)

Allows a person who does not hold a valid teaching certificate to serve in a full-time teaching position. Qualifications include **completion of a minimum of 120 semester hours of credit, including 15 semester hours of professional education credit**, from an approved teacher preparation institution. It must also be verified that an appropriately certified teacher was not available for the assignment.

The Emergency Permit (R390.1145)

Allows a school district/school to employ a person who does not meet the requirements for either the substitute or full-year permit. It is issued only in **emergency situations when the lack of a teacher will deprive students of an education**. Qualifications include **completion of a baccalaureate or higher degree** at a regionally or nationally accredited college or university; OR **current enrollment AND completion of at least 90 semester hours in an approved teacher preparation program, AND verification that an appropriately certified teacher OR a person who meets the requirements for a full-year permit is NOT available for the teaching assignment identified as an “emergency” situation.**

Section 1233b Permit

Section 1233b of Public Act 289 (1995) **authorizes the employment of a noncertificated, nonendorsed teacher FOR GRADES 9-12 in the subject areas of COMPUTER SCIENCE, FOREIGN LANGUAGE, MATHEMATICS, BIOLOGY, CHEMISTRY, ENGINEERING, PHYSICS, ROBOTICS, or in another subject area designated by the State Board of Education.** However, the district/school must obtain a permit for compliance.

To qualify for a permit under this provision, the **candidate must**:

- Possess an earned **bachelor's degree** from an accredited postsecondary institution.
- Have a **major or graduate degree** in the field of specialization in which he or she will teach.
- Have, in the five-year period immediately preceding the date of hire, **not less than two years of occupational experience** in the field of specialization in which he or she will teach. Those who will teach in the area of foreign language are exempt from this requirement.
- The above conditions may be waived if the individual is continually enrolled and completing credit in a teacher preparation program and, by the second year of teaching, the teacher has passed the appropriate Michigan test for teacher certification.

PROFESSIONAL SCHOOL SUPPORT PERSONNEL

In Michigan, School Guidance Counselors are issued the following credentials:

School Guidance Counselor Endorsement

Is available as an additional endorsement (grades K-12) to those who hold a valid teaching certificate. It is added to either an elementary or secondary teaching certificate following the completion of an approved school counselor preparation program offered by a teacher preparation institution and by passing the Guidance Counselor subject area exam of the Michigan Test for Teacher Certification (MTTC).

Preliminary Employment Authorization for School Guidance Counselor

Is available to a candidate of a Michigan teacher preparation institution who has completed 34 semester hours of course work in an approved school guidance counseling program and has passed the Guidance Counselor subject area exam on the MTTC. This authorization is valid for three years and is nonrenewable. During the three-year validity period, a person is expected to complete the remainder of any outstanding courses/practicum in order to be recommended for the school counselor endorsement or School Counselor License.

School Counselor License

Is issued to an in-state or out-of-state candidate under the provisions of 1233(2)(b)(i) of the Revised School Code. Eligible candidates must:

- hold a master's or higher degree awarded after completion of an approved School Counselor Education program that includes at least all skills and content areas or their equivalent required by Michigan law.
- has successfully completed the Michigan Department of Education's Michigan Test for Teacher Certification Guidance Counselor examination; **and** is recommended by an approved School Counselor Education program.

Under the provisions of 1233(2)(c)(i), the license will be issued to out-of-state candidates who have at least 5 years of successful experience serving in a school counseling role within the immediately preceding 7-year period; successfully passed the MTTC guidance counselor examination, and holds either a bachelor of science or bachelor of arts degree, and can provide a copy of the credential or approval document required by the state to serve in the school counseling role in which the counseling experience is documented.

This license is valid for 5 years and is renewable via the completion of 6 semester credit hours or 18 State Board-Continuing Education Units (SB-CEUs) or a combination of the two (3 SB-CEUs are equivalent to 1 semester credit hour).

Temporary School Counselor Authorization

Is issued to out-of-state candidates who meet either the educational or experience requirement, but have yet to take and pass the required examination. This authorization is valid for one year only and is nonrenewable. Application is made directly to the Michigan Department of Education.

For information regarding PA 288 regarding school guidance counselors, please contact Beatrice M. Harrison at 517-241-0046.

SCHOOL PSYCHOLOGIST CREDENTIALS

Initial School Psychologist Certificate

A Preliminary School Psychologist certificate is issued upon completion of an approved school psychologist program offered at an approved teacher preparation institution. This certificate is valid for a period of three years, during which the holder is expected to gain experience as a practicing professional and to complete all academic training program requirements. It may be renewed only once for an additional three years upon completion of not less than six semester hours of credit pertinent to school psychology, earned at an approved preparation institution.

Advanced School Psychologist Certificate

A School Psychologist certificate is issued upon the completion of supervised work experience requirement and additional academic study. It is valid for five years and must be renewed upon completion of not less than six semester hours of credit from an approved institution or 18 State Board-Continuing Education Units (SB-CEUs) or a combination of the two.

PARAPROFESSIONAL SCHOOL SUPPORT PERSONNEL

Paraprofessionals

Any paraprofessional hired by the local education agency after January 8, 2002, and working in a Title I, Part A program must have a secondary school diploma or its recognized equivalent (GED) and meet one of the following qualifications:

1. Have completed at least two years of study at an institution of higher education;
or
2. Have obtained an associate's (or higher) degree; or
3. Have met a rigorous standard of quality and can demonstrate, through a formal state or local academic assessment
 - a. Knowledge of, and the ability to assist in, instructing, reading, writing, and mathematics; or
 - b. Knowledge of, and the ability to assist in, instructing, reading readiness, writing readiness, and mathematics readiness, as appropriate.

STATE BOARD OF EDUCATION RULE FOR THE CONTINUING EDUCATION OF SCHOOL ADMINISTRATORS

(By authority conferred on the state board of education by section 1246 of Act No. 461 of the Public Acts of 1976, as amended, being §380.1246 of the Michigan Compiled Laws)

R 380.1201 School administrator continuing education requirement.

Rule 1. Subject to section 1246(1) and (2) of Act No. 451 of the Public Acts of 1976, as amended, being §380.1246(1) and (2) of the Michigan Compiled Laws, beginning July 1, 1999, a school district, public school academy, or intermediate school district shall not employ a person who has not completed, within a 5-calendar-year period before July 1, 1999, either a minimum of 1 semester hour of credit at a state board-approved institution or 3 state board-continuing education units (SB-CEUs). A person who holds a Michigan administrator certificate that is valid through June 30, 1999, is exempted from this requirement. After July 1, 1999, or upon expiration of the administrator certificate, a person employed as a school administrator shall have completed, within each 5-calendar-year period, a minimum of 6 semester hour credits at a state board-approved institution or 18 state-board continuing education units, or a combination of both.

Administrators Without Certificates or With Expired Certificates	
New Hires – Prior to Employment	Currently Employed
5 Years Prior to Employment	Every 5 Year Period Following Employment
←	→
1 Semester Hour or 3 SB-CEUs	6 Semester Hours or 18 SB-CEUs

AUTHORITY: Section
1246 Public Act 289, 1995
COMPLETION: Voluntary

Michigan Department of Education
OFFICE OF PROFESSIONAL PREPARATION SERVICES
P.O. Box 30008, Lansing, Michigan 48909

Direct questions regarding
this form to Marleen
Higbee at 517-335-0581.

RECORD OF CONTINUING EDUCATION CREDITS FOR SCHOOL ADMINISTRATORS

General Instructions:

Beginning July 1, 1999, this form should be completed by each administrator employed by a school district, public school academy, or intermediate school district in Michigan who must comply with Rule 380.1201 (see below).

- This form is a worksheet to be completed, signed upon verification, and retained by the school district. **DO NOT** return this form to the Michigan Department of Education unless requested to do so.

Authority: Section 1246 of Public Act 289 of 1995 states:

... A school district shall not employ a person as a superintendent, principal, assistant principal, or other person whose primary responsibility is administering instructional programs or as a chief business official unless the person has completed the continuing education requirements prescribed by state board rule ...

(By authority conferred on the state board of education by section 1246 of Act No. 451 of the Public Acts of 1976, as amended, being §380.1246 of the Michigan Compiled Laws)

R 380.1201 School Administrator continuing education requirement states:

Beginning July 1, 1999, a school district, public school academy, or intermediate school district shall not employ a person who has not completed, within a 5-calendar-year period before July 1, 1999, either a minimum of 1 semester hour of credit at a state board-approved institution or 3 state board-continuing education units (SB-CEUs). A person who holds a Michigan administrator certificate that is valid through 6/30/99 is exempted from this requirement. After July 1, 1999, or upon expiration of the administrator certificate, a person employed as a school administrator shall have completed, within each 5-calendar-year period, a minimum of 6 semester hour credits at a state board-approved institution or 18 state board-continuing education units, or a combination of both.

This section to be completed by employing school district

NAME OF ADMINISTRATOR: _____
(please type or print)

SOCIAL SECURITY #: _____

NAME OF SCHOOL DISTRICT WHERE EMPLOYED: _____

☐ Holds a Michigan Administrator certificate with expiration date of: _____

☐ Does not hold a Valid Michigan Administrator certificate

Supervisor Name (Please type or print)

Supervisor Signature

Title

Date

This section to be completed by employed administrator

NOTE: If a combination of SB-CEUs and semester hours are reported, the table below may be used to calculate the completion of continuing education requirements.

<u>NO. OF SEMESTER HOURS COMPLETED</u>	<u>BALANCE NEEDED IN SB-CEUs</u>
6 hrs	0 SB-CEUs
5	3
4	6
3	9
2	12
1	15
0	18

In the spaces below, please provide complete information on the SEMESTER credit hours earned to satisfy the continuing education requirement.

PLEASE TYPE OR PRINT.

NUMBER AND TITLE OF COURSE	NO. OF SEMESTER CREDIT HRS.	COLLEGE/UNIVERSITY (and address if out-of-state)	MM/DD/YY OF COMPLETION
TOTAL NO. OF SEMESTER HRS. EARNED:			

In the spaces below, please provide complete information on the SB-CEUs earned to satisfy the continuing education requirement. This page may be duplicated if needed.
PLEASE TYPE OR PRINT.

TITLE OF SB-CEU PROGRAM	APPROVAL NUMBER OF SB-CEU PROGRAM <u>This must be completed.</u>	NO. OF SB-CEUs EARNED	SPONSORING AGENCY OF SB-CEU PROGRAM	ENDING DATE (MM/DD/YY) OF PROGRAM
TOTAL NUMBER OF SB-CEUs				

ADVISORY: In accordance with Public Act 96 of the Public Acts of 1995, it is a criminal offense to use or attempt to use a college, university or State Board of Education Continuing Education Unit transcript, that is fraudulently obtained, forged, or other fraudulent credentials for this purpose.

Signature of Administrator

Date

PROFESSIONAL PRACTICES

CRIMINAL RECORDS CHECK FOR EMPLOYMENT:

Sections 1230 and 1230a of the Revised School Code require school districts to conduct a State Police and Federal Bureau of Investigation criminal records check for all new teachers, school administrators, school counselors, school psychologists, school nurses, and school social workers employed. A person may be immediately employed if a criminal records check has been requested and the individual has signed an oath regarding their conviction status.

A person may be employed prior to a criminal records check because Public Act 68 of 1993 allows for the **conditional employment** of a teacher, school administrator, school psychologist or other personnel required to have State Board of Education certification or approval, **provided a criminal records check has been requested by the employing school district**. In addition, each new employee **must be required** to sign a statement indicating whether or not they have been previously convicted of a criminal offense. As identified on the enclosed form, standard language for this statement has been approved by the Michigan Office of the Attorney General. Any deviation from the standard language is not acceptable for this purpose. A criminal records check includes misdemeanors, felony arrests and convictions. New employees will not be required to list civil infractions such as minor traffic violations. A civil infraction does not require a person to be fingerprinted. It is recommended that the oath statement be placed on your school district's letterhead. This form is to be retained by the local district and **is not to be forwarded** to the Department of Education.

CRIMINAL RECORDS CHECKS OF SUBSTITUTE TEACHERS:

Newly hired substitute teachers are required to have a criminal records check. If a person is a substitute teacher in another district and a criminal records check has been conducted, it is not necessary to have a records check done again, providing the other district verifies the conviction status with the district.

CRIMINAL RECORDS CHECKS OF OUT-OF-STATE GRADUATES OR CERTIFIED TEACHERS:

If a district employs an out-of-state graduate or holder of a teaching certificate from out of state, it is still required to conduct a Michigan criminal records check. This is because it is possible that this individual could have been convicted in the state of Michigan. If a district wishes to conduct an out-of-state criminal records check of a prospective employee, it would be necessary to contact the appropriate law enforcement agency for that state.

PROCEDURES FOR OBTAINING A CRIMINAL RECORDS CHECK:

Criminal records checks may be obtained as follows:

Prospective employees may be advised by the district to contact a local law enforcement agency to be fingerprinted, or the school district may choose to fingerprint the prospective employee.

In either case, the district/school will be required to submit to the Michigan Department of State Police a completed fingerprint card and a fee payment of \$15 for the applicant. School districts should verify that the information reported on the fingerprint card is accurate and complete for each individual they intend to employ.

SCHOOL DISTRICT FINGERPRINTING OF NEW EMPLOYEES:

If a school district wishes to fingerprint its own new employees, it **must use the State of Michigan Applicant and Personal Identification Fingerprint Card (RI-8)**, and be trained by local or state law enforcement personnel. **NOTE: Quality fingerprint impressions are necessary for an automated fingerprint check by the Michigan Department of State Police.**

FEE FOR THE CRIMINAL RECORDS CHECK:

- A. There will be a \$54 processing fee for a Michigan Department of State Police criminal records check.
- B. A money order made payable to the state of Michigan must be forwarded to the Michigan Department of State Police with the fingerprint card.
- C. A local law enforcement agency may also charge a fee for fingerprinting, depending on the agency.
- D. **Payment of the required fee may be made by a school district for an individual, but the district is not required to pay.**

MAILING OF FINGERPRINT CARDS (RI-8):

The Michigan Department of State Police requires all fingerprint cards (RI-8) to be mailed to: Michigan Department of State Police, Central Records Division, General Office Building, 7150 Harris Drive, Lansing, Michigan 48913.

RESPONSE TIME FOR CRIMINAL RECORDS CHECKS:

Public Act 68 of 1993 requires a **30-day response time from the date the Michigan Department of State Police receives the request** for a criminal records check. Any questions regarding a criminal records check should be referred directly to the Michigan Department of State Police by calling (517) 322-1955.

EMPLOYMENT OF AN EDUCATOR WHO HAS BEEN CONVICTED:

Public Act 68 of 1993 requires that an individual's criminal background be checked, and it does not prohibit the employment of convicted teachers. However, Rule 390.1201 of the *Administrative Rules Governing the Certification of Michigan Teachers* allows for the revocation of a certificate if an individual has been convicted of a felony involving moral turpitude or an act contributing to the delinquency of a child. **Individuals who have been convicted of such offenses must be brought to the attention of the Office of Professional Preparation Services**

so that a determination can be made as to whether this individual's certificate could be suspended or revoked.

SCHOOL DISTRICTS REQUIREMENT TO NOTIFY THE STATE BOARD OF EDUCATION OF CONVICTED TEACHERS:

Public Act 99 of 1992, which was amended by Public Act 68 (1993), requires the superintendents of public schools, board presidents, chief administrative officers of nonpublic schools, or presidents of governing boards to notify the State Board of Education of any employee who is required to hold a State Board of Education certificate or permit and who has been convicted of the following, as described in Section 1539(a)(1) and (b)(2):

...criminal sexual conduct in any degree, assault with intent to commit criminal sexual conduct, an attempt to commit criminal sexual conduct in any degree, felonious assault on a child, child abuse in any degree, or an attempt to commit child abuse in any degree; cruelty, torture, or indecent exposure involving a child; or a violation of Section 7410 of the Public Health Code, Act No. 368 of the Public Acts of 1978, being Sections 333.7410 and 333.7416 of the Michigan Compiled Laws...

For further information on Public Act 68 (1993) or Public Act 99 (1992), please contact Ms. Stephanie Whiteside at:

MICHIGAN DEPARTMENT OF EDUCATION
Office of Professional Preparation Services
P.O. Box 30008
Lansing, Michigan 48909
(517) 335-1167

DISCLOSURE OF CRIMINAL HISTORY

_____ SCHOOL(S)
_____, MICHIGAN

Pursuant to 1993 Public Act 68, I, _____, represent that (check one):

I have not been convicted of, or pled guilty or nolo contendere (no contest) to any crimes.

2. I have been convicted of or pled guilty or nolo contendere (no contest) to the following crimes (use separate sheet to explain nature of conviction, date and court):

- a. _____

- b. _____

- c. _____

I understand and agree that pursuant to 1993 Public Act 68:

(1) the Board of Education of the school district or governing body of the nonpublic school (the "School") must request a criminal history check on me from the Central Records Division of the Michigan Department of State Police;

(2) until that report is received and reviewed by the School, I am regarded as a conditional employee; and

(3) if the report received from the Department of State Police is not the same as my representation(s) above respecting either the absence of any conviction(s) or any crimes of which I have been convicted, my employment contract is voidable at the option of the School.

Date

Signature

NEW TEACHER INDUCTION/TEACHER MENTORING GUIDELINES AT A GLANCE

LEGISLATION: PA 335 (1993) as amended by PA 289 (1995) Section 1526 – Requires all new classroom teachers in the first 3 years of classroom teaching experience to be mentored by one or more master teachers and 15 days of intensive professional development.

MICHIGAN STATE BOARD OF EDUCATION POSITION STATEMENT: *The SBE believes that the New Teacher Induction/Teacher Mentoring process is a cooperative arrangement between peers in which new members of the teaching profession are provided ongoing assistance and support by one or more skilled and experienced teachers. This relationship should be collegial in nature, and all experiences should be directed toward the development and refinement of the knowledge, skills and dispositions necessary for effective learning. This process is expected to be mutually beneficial for all parties involved and to result in improved instructional practice and professional performance.*

THOSE WHO SHOULD BE INCLUDED IN NEW TEACHER INDUCTION/MENTORING:

	YES	NO	OPTIONAL	DISTRICT MAY REQUIRE/PROVIDE
New Teacher – New to the profession beginning Fall '94	x			
New Hire – 1 or more years of experience prior to Fall '94			x	x
New Hire – Transfer from private school or adult ed. with more than 3 years of experience			x	x
New Hire – Out-of-state w/more than 3 years of experience			x	x
School Counselor – New to the profession	x			
School Librarian – New to the profession	x			
Speech Pathologist – New to the profession	x			
School Psychologist		x		
School Nurse		x		
School Social Worker		x		

CRITERIA FOR SELECTION OF TEACHER MENTORS: It is strongly recommended that teacher mentors be selected by a district/school committee using operational guidelines developed at the local level. It is also recommended that the teacher mentor volunteer willingly for their responsibility.

IMPORTANT CHARACTERISTICS OF MENTORS: Demonstrated excellence in teaching, participation in professional development activities, same certification or specialty area as the new teacher and be located in same building (if possible), active and open listener.

TRAINING FOR MENTORS: Should receive training for role as mentor (p. 9 of Recommended Guidelines).

CORE EXPERIENCES FOR NEW TEACHERS: Knowledge of community, classroom management, parent/guardian interaction, alignment of curriculum, diversity in the classroom, networking, knowledge of teacher evaluation, use of volunteers, time management, knowledge of how to use resources, knowledge of legal issues (pp. 11-12 of Recommended Guidelines).

PROFESSIONAL DEVELOPMENT FOR ALL TEACHERS

LEGISLATION: PA 289 (1995) Section 1527 – Requires professional development for all teachers in Michigan beginning with one day in 1997-98 and increasing a day a year until the year 2001-2002 when the total will be five days.

TOTAL PROFESSIONAL DEVELOPMENT DAYS REQUIRED: Following are the exact increments of professional development days to be provided by the K-12 districts, ISDs, and public school academies:

<u>Year</u>	<u>Number of PD Days</u>
1997-98	1
1998-99	2
1999-2000	3
2000-2001	4
2001-2002	5
2002 and beyond	5

ADDITIONAL REQUIREMENT: Professional development days provided under section 1527 **shall not** be counted toward the professional development required under section 1526.

For more information, contact Cheryl Poole: (517) 241-4546

e-mail: pooleCL@michigan.gov

AUTHORITY: Section 1526 of
Public Act 289, 1995
COMPLETION: Voluntary**ANNUAL RECORD OF PROFESSIONAL DEVELOPMENT
FOR BEGINNING TEACHERS**

GENERAL INSTRUCTIONS: This form should be completed annually for each beginning teacher and signed and dated by the building principal or individual with school district authority for professional development. Each year a copy of this form should be placed in the school district personnel file and a copy provided to the teacher for their portfolio/personal record. The form must be completed for each of a teacher's first three (3) years, but may continue to be used for additional years, at the school district's discretion, for recording professional development. (Please type or print. Make additional copies of this form as needed.)

● This Form is a Worksheet to be completed and retained by the school district. **DO NOT** return this form to the Michigan Department of Education.

NAME OF TEACHER: _____ SOCIAL SECURITY NUMBER OF TEACHER: _____

NAME OF SCHOOL DISTRICT WHERE EMPLOYED: _____

NAME OF SCHOOL WHERE ASSIGNED: _____

NUMBER OF YEARS AS A CONTRACTUAL TEACHER (1st, 2nd or 3rd): _____ SCHOOL YEAR HIRED: _____

NUMBER OF YEARS WITH THE CURRENT SCHOOL DISTRICT: _____

MENTOR ASSIGNED FOR THE CURRENT YEAR: _____ CURRENT SCHOOL YEAR: 20 ____ - 20 ____

NAME: _____ SOCIAL SECURITY NUMBER: _____

POSITION/STATUS (teacher, university faculty, retired teacher): _____

EMPLOYER: _____

PROFESSIONAL DEVELOPMENT ACTIVITIES/EXPERIENCES

DATE	TITLE/ACTIVITY	PURPOSE/SKILL ADDRESSED	NUMBER OF HOURS ENGAGED

SIGNATURE OF SCHOOL DISTRICT AUTHORITY _____ SIGNATURE OF TEACHER _____

TITLE _____ DATE _____ DATE _____

STATE BOARD-CONTINUING EDUCATION UNIT (SB-CEU) PROGRAM

What are SB-CEUs?

State Board-Continuing Education Units (SB-CEUs) are State Board approved inservice, workshop, training, or conference credits that are used for the renewal of selected certificates issued by the Michigan Department of Education (MDE). SB-CEUs are calculated by dividing the total number of contact or instructional hours by the number ten. Thus, an eight-hour session would be eligible to receive eight tenths (.8) of an SB-CEU.

Significance of SB-CEU

Only state approved SB-CEU training counts toward certificate renewal.

Approved Sponsors

Only approved sponsors may apply to the MDE for approval to offer training and/or conferences for SB-CEUs. An approved sponsor may be in any one of the following six categories:

1. Michigan accredited colleges and universities
2. Michigan institutions approved by the State Board of Education to prepare Michigan teachers
3. Michigan accredited community colleges
4. The Michigan Department of Education
5. Michigan school districts (both local and intermediate) as well as private schools
6. Local, state, and national (with state or local chapter) professional education organizations.

Individuals and private vendors may not submit SB-CEU program approval applications directly to the MDE. They may, however, have their program approved through an “approved sponsor.”

Who is eligible to use SB-CEUs for certificate renewal?

Individuals who hold the following certificates are eligible to use SB-CEUs for certificate renewal every five years.

1. The Professional Education certificate
2. The Occupational Education certificate
3. The School Psychologist certificate

The above certificates require renewal every five years. The renewal requirement includes the completion of six semester hours of appropriate coursework through an

approved institution, 18 SB-CEUs, or a combination of both. Administrators need 6 semester hours, or 18 SB-CEUs, or a combination of both for continued employment.

SB-CEU record keeping

Both the approved SB-CEU sponsor and the individual are responsible for record keeping. The sponsors are required to collect and maintain records of all eligible participants who request SB-CEU credit. Participants are responsible for maintaining certificates of completion for all SB-CEU programs for which credit was granted. If the participant loses their certificate of completion for a given program, it is their responsibility to remember which sponsor coordinated the training so they (the participant) can request from the sponsor a copy of their transcript.

Activities eligible to receive SB-CEU credit

In addition to traditional workshops, seminars, training, and conferences, the State Board of Education approved the expansion of professional development activities which are eligible to receive SB-CEU credit. The expanded activities include:

1. Serving as a Mentor Teacher
2. Serving as a Supervising Teacher
3. Serving as a Supervising School Psychologist
4. Serving on a State Board Appointed Advisory Committee
5. Serving on a School or School District's PA 96 School Improvement Team
6. Completion of the Portfolio Component of the National Board for Professional Teaching Standards (9 SB-CEUs)
7. Completion of the certification process and being awarded certification from the National Board for Professional Teaching Standards

For more information, please contact Stephanie Whiteside at (517) 335-1167 or e-mail WhitesideS@michigan.gov.

Approved Program Master Listing

Please visit our website at www.solutionwhere.com. Once on the site, scroll down to where it talks about the SB-CEU master listing. Click on it, and it will take you to the homepage where you can review approved SB-CEU programs sorted by sponsor, month, or category.

GRANT PROGRAMS

Title II Part A Professional Development Competitive Grant Program

The Title II Part A grant program is a federally funded competitive grant program that offers assistance to higher education institutions to form partnerships with local districts for significant professional development projects. The projects must emphasize improvement of the preparation of teachers, strengthening the skills of teachers, and improvement of the quality of instruction in the core academic disciplines.

National Board for Professional Teaching Standards (NBPTS) Certification Application Grant Program

National Board Certification is based on a demonstration of the candidate's teaching practice as measured against high and rigorous standards. The Michigan Department of Education has \$100,000 for grants to support National Board Certification for teachers. These funds are awarded on a competitive basis and pay \$1,150 of the application fee to the National Board for Professional Teaching Standards. In addition, federal subsidy grant awards are available to Michigan teachers to pay up to one-half the cost of application.

TITLE II PART A HIGHER EDUCATION PROFESSIONAL DEVELOPMENT COMPETITIVE GRANT PROGRAM

Purpose of Program:

Provides federal financial assistance to higher education institutions to form partnerships with local districts for significant projects designed to:

- improve the preparation of teachers;
- strengthen the skills of teachers; and
- improve the quality of instruction and student academic achievement in the core academic disciplines.

Emphasizes High Quality Professional Development:

- tied to challenging State content and student performance standards;
- reflects recent research on teaching and learning;
- includes strong academic content and pedagogical components;
- incorporates effective methods and practices for meeting the educational needs of diverse student populations;
- is of sufficient intensity and duration to have a positive and lasting impact on the teacher's performance in the classroom;
- is part of the everyday life of the school and creates an orientation toward continuous improvement throughout the school.

Projects Address:

- The identified needs of specific districts to improve student academic achievement.

Eligible Applicants:

The College of Education and College of Arts and Science from Michigan public and independent higher education institutions are eligible to form a partnership with a high-need local district to apply for these grants on a competitive basis. An institution may apply for funding on behalf of a proposed cooperative project which involves local educational agencies, private industry, museums, libraries, educational broadcasting stations, public or private nonprofit organizations of demonstrated effectiveness.

Additional information:
Phone: Ms. Cheryl Poole

e-mail: pooleCL@michigan.gov

Fax: 517-373-0542

National Board Certification Subsidy Grant Application (2002-2003)

General Information About National Board Certification: National Board Certification is based on a demonstration of the candidate's teaching practice as measured against high and rigorous standards. It is a symbol of commitment to excellence in teaching. A National Board certificate is a credential attesting that an individual has been judged by peers as one who is accomplished, makes sound professional judgments about student learning, and acts effectively on those judgments. The "Question and Answer: What Every Teacher Should Know About the National Board Certification Process" can be ordered by calling 1-800-TEACH.

The National Board has developed advanced standards in the following certification fields:

Early Childhood/Generalist (ages 3-8)
Early Childhood and Early Adolescence through Young Adulthood/English as a New Language (ages 3-18+)
Middle Childhood/Generalist (ages 7-12)
Early Adolescence/Generalist (ages 11-15)
Early Adolescence/English Language Arts (ages 11-15)
Middle Childhood through Early Adolescence/Mathematics (ages 11-15)
Early Adolescence/Science (ages 11-15)
Early Adolescence/Social Studies-History (ages 11-15)
Early Adolescence through Young Adulthood/Exceptional Needs (ages infant-21+)
Early Adolescence through Young Adulthood/Art (ages 11-18+)
Early Adolescence through Young Adulthood/Career and Technical Education (ages 11-18+)
Adolescence and Young Adulthood/English Language Arts (ages 14-18+)
Adolescence and Young Adulthood/Mathematics (ages 14-18+)
Adolescence and Young Adulthood/Science (ages 14-18+)
Adolescence and Young Adulthood/Social Studies-History (ages 14-18+)
Early and Middle Childhood/Art (ages 3-12)
Early and Middle Childhood/Physical Education (ages 3-12)
Early Adolescence through Young Adulthood/Physical Education (ages 11-18+)
Early Childhood through Young Adulthood/Library Media (ages 3-18)
Early Adolescence through Young Adulthood/Music (ages 11-18)
Early Adolescence through Young Adulthood/World Languages Other Than English (ages 11-18)
Early Childhood through Middle Childhood/Music (ages 3-11)

Each set of standards represents consensus in the certification field of the critical aspects of teaching that distinguish the practice of exemplary teachers. Standards are developed by committees of teachers, teacher educators, developmental experts, and leaders in the disciplinary fields, and they are then reviewed nationally and extensively before final approval by the National Board for Professional Teaching Standards (NBPTS).

Work for National Board Certification takes the better part of a school year and teachers report spending about 120 hours preparing for the assessment process.

Eligible Applicants: An individual is eligible to apply for a subsidy grant for National Board Certification if, at the time of application, he/she holds a baccalaureate degree, is currently teaching and has taught for a minimum of three years and has held a valid state teaching license for those three years, or taught in a school recognized and approved by the state.

Application Procedures: Teachers interested in applying for National Board Certification must submit a completed application package including a form with personal and professional information and a letter of support from the building principal or equivalent instructional leader. Information and the application for a National Board Certification subsidy grant is available through the Internet at the MDE's website: <http://www.state.mi.us/mde/off/ppc/>

Application Deadline: The deadline for applying to the Michigan Department of Education for a National Board certification subsidy award is **September 30, 2002**. Teachers approved for a subsidy award will be notified immediately in order to meet the **December 1, 2002, application deadline for NBPTS**. Following the selection of subsidy awards recipients, and in accordance with National Board procedures for the release of subsidy funds, each \$1150 subsidy award recipient/certification candidate must submit an initial payment of at least \$500, along with NBPTS application, no later than December 1, 2001.

Recipients of \$2,300 awards must also submit the NBPTS application by December 1, 2001. The MDE will provide NBPTS applications to all award recipients.

If the grant subsidy recipient/applicant for National Board Certification fails to fulfill his/her obligation to ensure the remainder of the application fee for National Board assessment process, the recipient must repay the state portion \$1,150 of the subsidy grant.

**Questions regarding this Application Grant may be directed to
Frank Ciloski at (517) 373-6791.**

RECIPROCITY/INTERSTATE AGREEMENTS

Michigan has reciprocity/interstate agreements with states indicated below, based on the NASDTEC Interstate contract. However, Michigan currently employs an “open door” policy to issue a comparable certificate to the holder of a valid teaching certificate from another state. Those with less than 3 years of teaching experience must take and pass all required certification tests.

State	Reciprocity Agreement	State	Reciprocity Agreement
Alabama	✓	New Hampshire	✓
Alaska	✓	New Jersey	✓
Arizona		New Mexico	✓
Arkansas	✓	New York	✓
California	✓	North Carolina	✓
Colorado	✓	North Dakota	✓
Connecticut	✓	Ohio	✓
Delaware	✓	Oklahoma	✓
District of Columbia	✓	Oregon	✓
Florida	✓	Pennsylvania	✓
Georgia	✓	Rhode Island	✓
Hawaii	✓	South Carolina	✓
Idaho	✓	South Dakota	
Illinois	✓	Tennessee	✓
Indiana	✓	Texas	✓
Iowa		Utah	✓
Kansas		Vermont	✓
Kentucky	✓	Virginia	✓
Louisiana	✓	Washington	✓
Maine	✓	West Virginia	✓
Maryland	✓	Wisconsin	
Massachusetts	✓	Wyoming	
Michigan		Dept. of Def. Dep. Schs.	
Minnesota		American Samoa	
Mississippi	✓	Fed. States of Micronesia	
Missouri		Guam	✓
Montana	✓	Northern Marianas	
Nebraska	✓	Puerto Rico	
Nevada	✓	Virgin Islands	

LEGISLATIVE UPDATE
FY 2000-2001

- 380.1237 Employment of person who does not hold teaching certificate to provide speech and language services.
 Sec. 1237. Notwithstanding any other provision of this act or a rule to the contrary, a school district, local act school district, intermediate school district, or public school academy may employ a person who does not hold a teaching certificate to provide speech and language services if the person meets the requirements for speech-language certification by the American speech-language-hearing association.
 History: Add. 2000, Act 387, Imd. Eff. Jan. 3, 2001.
 Popular name: Act 451
- 380.1531e Professional education certificate.
 Sec. 1531e. (1) Notwithstanding any other provision of this act or a rule to the contrary, if a person earns a provisional teaching certificate and that certificate lapses before the person completes the requirements for a professional education certificate, and if a school district or public school academy applies to the department on that person's behalf for another provisional teaching certificate within 10 years after the person's initial provisional teaching certificate lapsed, the department shall issue a new provisional teaching certificate to the person. This new provisional teaching certificate shall be valid for 2 years and may not be renewed. The person shall have this 2-year period to complete the requirements for a professional education certificate, and the department shall credit toward the requirements for a professional education certificate any continuing education or other requirements completed while the person's initial teaching certificate was valid.
 (2) This section applies to a person described in subsection (1) regardless of whether the person's provisional teaching certificate lapsed before or after the effective date of this section.
 (3) This section does not apply to a person convicted of a crime described in section 1535a.
 History: Add. 2000, Act 230, Imd. Eff. June 27, 2000.
 Popular name: Act 451
- 380.1534 Limited teaching certificate for hearing impaired person. [M.S.A. 15.41534]
 Sec. 1534. A hearing impaired person who has completed all of the requirements for certification under this act, other than the student teaching experience with hearing students, and who is verified as having successfully completed the student teaching experience in a special program serving hearing impaired students, at that person's request shall be issued by the state department of education a teaching certificate limited to teaching hearing impaired students in appropriate programs. However, a person who does not hold a teaching certificate shall not be assigned to serve as a classroom teacher.
 History: Add. 2000, Act 387, Imd. Eff. Jan. 3, 2001.
 Popular name: Act 451

**MICHIGAN STATE BOARD OF EDUCATION
STATEMENT OF COMPLIANCE
WITH FEDERAL LAW**

The Michigan State Board of Education complies with all Federal laws and regulations prohibiting discrimination and with all requirements and regulations of the U.S. Department of Education. It is the policy of the Michigan State Board of Education that no person on the basis of race, color, religion, national origin or ancestry, age, sex marital status or handicap shall be discriminated against, excluded from participation in, denied the benefits of or otherwise be subjected to discrimination in any program or activity for which it is responsible or for which it receives financial assistance from the U.S. Department of Education.

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